

## **Newsletter Input for July 2000**

### **CREATING A SUCCESSFUL STATEMENT OF WORK (SOW)**

SOW development is one of the most important and challenging things done by any functional community in the cost comparison process. The requirement for developing a statement of work begins upon Congressional notification of an Office of Management and Budget (OMB) A-76 Cost Study. Several factors should be considered during SOW development. First, planning is critical. Milestones should be well thought out. Next, the availability of functional experts for the area under study is vital. The SOW is only as good as the information provided by the SOW team. When creating the SOW, remember it must be performance-based. Performance-based contracts describe the requirements in terms of what work is required not how the service is accomplished. To assist you HQ AFCESA has developed SOW templates for the CE Squadron and Flights. Visit the AFCESA website at [www.afcesa.af.mil](http://www.afcesa.af.mil).

### **REENGINEERING: THE KEY TO EFFICIENCY**

Reengineering is basically rethinking and radically redesigning processes to achieve dramatic improvements in critical measures of performance, such as costs, quality, service, and speed. It is the methodical approach of reviewing a function's tasks and the resources needed to accomplish these tasks to construct an organization that matches people and other resources to products and services in the best, most efficient way to meet the mission/customer's requirements. Reengineering defines the current "as-is" organization, collects market research data to determine if commercial practices can be applied to the function, and finally refines processes/tasks to incorporate these commercial practices where applicable into a new "to-be" organization. This approach is just another means of gaining efficiencies and saving costs in the CE Squadron of today.

### **ADMINISTRATIVE APPEAL PROCESS (AAP)**

Everyone has heard about cost comparison decisions being appealed. What does this really mean? According to AFI 38-203, the appeals process ensures that the Air Force cost comparison is conducted fairly, equitably, and according to the instruction. If discrepancies, errors, or omissions are identified, the apparent winner or loser of the cost comparison has only 30 calendar days after the public review period to appeal. The appeal addresses correcting these errors or omissions to ensure the cost comparison reflects the correct outcome for the Government regardless of whether the final decision is in favor of the contractor or MEO. In other words, the outcome of the 30-day AAP is final. GAO protests are not part of the AAP. The decision to award a contract in the event of a GAO protest is the responsibility of the contracting officer.

### **CORE DOCUMENTS (CORE DOCS)**

Several new Core Docs are being developed and should be available in the Air Force Personnel Center, Core Document Library at [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil). Quality Assurance and Housing civilian core docs are being finalized and should be on the web site shortly.

## **SAMPLE CONTRACT DOCUMENTS**

We have developed samples of 38 typical service contracts to assist in the transition to the new Performance Based Service Contracts. These samples are available on our website at:

<http://www.afcesa.af.mil/Directorate/CEO/Contracts/Outsourcing/PWS/Market/Default.html>

**ASSISTANCE:** For help in planning your A-76 or Direct Conversion call the HQ AFCEA A-76 Help Desk at DSN 523-4970 or e-mail: [A-76Desk@tynfl.TRW.com](mailto:A-76Desk@tynfl.TRW.com) . The A-76 Help Desk consists of three full-time professionals with extensive experience in the competitive sourcing/A-76 process: an engineer, a contracting specialist, and a manpower expert. They operate from AFCEA to provide A-76 support services including, but not limited to, the following:

- Answering competitive sourcing/A-76 related questions.
- Providing technical advice to A-76 CE Steering Committee members.
- Assisting in developing acquisition strategies.
- Providing guidance on new acquisition procedures.
- Reviewing statements of work, quality assurance plans, and management plans.
- Maintaining a repository of lessons learned from CE activities.